

EMPLOYEE TIMECARD VIEW (HTML)

Viewing Timecard Totals for a Specific Day

1. From the timecard, change the Time Period to **Specific Date**.

The screenshot shows the 'Timecard' application interface. At the top, there's a 'Time Period:' dropdown menu set to 'Current Pay Period' with the date range '2/15/2009 - 2/28/2009'. A red arrow points to this dropdown. The dropdown menu is open, showing options: 'Previous Pay Period', 'Current Pay Period', 'Next Pay Period', 'Today', 'Yesterday', 'Week to Date', 'Last Week', 'Specific Date' (highlighted with a red arrow), and 'Range of Dates'. Below the dropdown, there are buttons for 'Save' and 'Rel'. To the right, there's a 'View Totals Summary' link. The main area displays a table with columns for 'Transfer', 'Sun 2/15', 'Mon 2/16', 'Tue 2/17', 'Wed 2/18', and 'Th 2/19'. The table contains data for 'Hours Worked' and 'President's Day'. At the bottom, there are buttons for 'Save', 'Refresh', and 'Approve', and another 'View Totals Summary' link.

2. The Select Date window will display. Click on the calendar icon.

The screenshot shows a 'Select Date' dialog box titled 'Select Date - Windows Internet Explor...'. It has a text input field labeled 'Specific Date:' and a calendar icon to its right. Below the input field are 'OK' and 'Cancel' buttons. A red arrow points from a red box containing the text 'Click on calendar icon.' to the calendar icon.

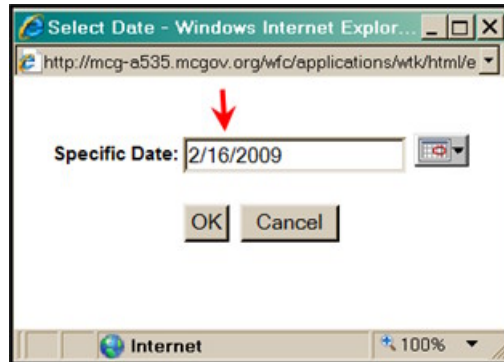
3. Select the desired date from the calendar and click OK.

The screenshot shows a calendar for February 2009. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date 16 is circled in red, and a red arrow points to it.

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4. The date will populate the Select Date window. Click OK.



5. The timecard for the desired date will appear.

Add Row	Pay Code	Transfer	Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	Total
	Hours Worked			6.5						6.5
	President's Day			1.5						1.5
			0.0	8.0	0.0	0.0	0.0	0.0	0.0	8.0

6. Click on the View Totals Summary link to view the calculated timecard totals for the selected day.

Add Row	Pay Code	Transfer	Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	Total
	Hours Worked			6.5						6.5
	President's Day			1.5						1.5
			0.0	8.0	0.0	0.0	0.0	0.0	0.0	8.0

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7. The timecard totals for the selected day will display.

Totals Summary

Time Period: Specific Date (2/16/2009 - 2/16/2009)

Frost, Carolyn
Primary Account

Account Summary

Account	Pay Code	Money	Hours	Wages
75/7540/10/754040001/None/None/-				
PERMITTING SERVICES/DPS BUILDING CONSTRUCTION/Manager, Jane/Team 1 - Res Inspection and Plan Review/None/None/-				
	HOL - Holiday Leave		1.5	40.44
	HP1 - Holiday Premium Pay at 1.5		6.5	262.86
	ML2 - Multilingual Advanced		6.5	8.45
	Regular		6.5	175.24

Pay Code Summary

	Pay Code	Money	Hours	Wages
	HOL - Holiday Leave		1.5	40.44
	HP1 - Holiday Premium Pay at 1.5		6.5	262.86
	ML2 - Multilingual Advanced		6.5	8.45
	Regular		6.5	175.24
Totals		0.00	21.0	486.99

8. Click OK to close the timecard totals.